

A STEP BY STEP GUIDE FOR EMPLOYERS

Attract and retain talent to meet your labour market needs.

EMPLOYER DESIGNATION

- **1.** Register for and complete IRCC's mandatory onboarding training.
- 2. Register for and complete the intercultural competency training (unless exempt).
- 3. Apply to your provincial immigration department to become a designated AIP employer.
- **4.** The province will designate you as an AIP employer.



IRCC's Dedicated Service Channel can help you navigate the immigration process for 2 years, following your designation by the province. Contact them at IRCC.DSCAIP-PIAMSR.IRCC@cic.gc.ca.



ENDORSEMENT

- **1.** Present your candidate with a job offer. *Candidates must meet AIP criteria.
- 2. For settlement plans, connect your candidate with an English or French settlement service provider.
- **3.** Send an endorsement application to the province.
- **4.** When approved, your candidate will be sent an endorsement certificate.
- **5.** Eligible candidates for permanent residence (PR) can apply for a temporary work permit (WP).
 - When applying for an endorsement, request a referral letter from the province. This allows the candidate to work while their PR application is being processed.



- 1. Candidate submits PR application, endorsement certificate, and required documents to IRCC.
- 2. IRCC reviews and processes application.
- **3.** Candidate can apply for a work permit while their permanent resident application is being processed.
- **4.** Approved candidate and their family can travel to Atlantic Canada.
- **5.** Connect your candidate with a local settlement service provider.



